Q & A from the Michigan Adult Education and Training Conference
MAERS Workshop

April 9, 2013

Question	Answer
Registration	
Can you only enter those participants with 12 or more hours into MAERS?	Every participant who receives one or more instructional hours must be entered into MAERS.
If a participant has less than 12 hours of attendance, should we delete them from MAERS?	The only time a registration is deleted from MAERS is if the participant shows duplicate records for the program year, or if they do not qualify for the program, i.e. Alternative Education student is accidently entered into MAERS.
What do you check under Highest Educational Level for an ESL student who says they have a high school diploma but no transcript is provided?	Please select Grades 9 – 12 (no diploma).
Why would a participant be enrolled if they already had a GED or HSD?	A participant could be enrolled into ABE to improve their basic education skills.
What date should be used for the Planned End of Service Date?	This should be discussed with the participant during the intake interview. This field can be updated at any time.
Assessment and EFL Gains	
What if a participant has a second post-test that is better than the first? Should the newer post-test be entered in its place? Would the gap of hours in between negatively affect us?	We are awaiting a response from McGraw/Hill before clarifying this information. We hope to be able to provide a detailed answer soon.
For a GED participant who has 40-60 hours and is ready to post-test but has only studied in reading, shouldn't we be able to post-test only in reading? MAERS wants it to be in Language which is the lowest pre-test score.	Participants must be pre and post-tested in the areas in which instruction was provided. MAERS will require a post-test in the anchor module from the pre-test. If the participant was pre-tested in both reading and language but only took classes in reading, then delete the language module from the pre-test assessment so reading shows as the anchor module.
Does the system pick up test results from a previous year for purposes of re-enrollment?	A pre and post-test must be entered each program year. The post-test from the previous program year may be used as the next year's pre-test if the test was administered within the last 180 days. But it still must be manually entered into the system with the original test date.

April 9, 2013

	If a participant continues their registration across program years, the very first pre-test will appear as the beginning EFL and the last post-test taken will appear as the ending EFL.
How can you enter a post-test if you have 39 hours?	A post-test should not be given if the required attendance hours are not reached. The only exception to this is if the participant is in the GED or HSD instructional area, has a minimum of 12 attendance hours, and attained the GED or HSD credential. Then a Post-Test Minimum Hour waiver could apply.
If a participant is enrolled in only Citizenship classes and attains citizenship in less than 40 hours, could a waiver be considered? Some study at home so could this be considered a classroom/distance learning method class to count the home hours?	The Office of Adult Education will take this suggestion regarding a waiver for citizenship under consideration. Study time at home is not considered instructional time for classroom or distance learning. Please refer to the Attendance Policy for activities that can be included in instructional hours, and the Distance Learning Policy for the calculation of proxy hours.
If a participant is enrolled in ABE, receives their GED and doesn't have enough attendance hours, the post-test won't go in because the waiver doesn't come up. Why?	The participant must be in the GED or HSD instructional area, have a minimum of 12 attendance hours, be program exited, and have the GED or HSD follow up completed indicating the credential was attained. Then the waiver will display when entering in the post-test.
Don't understand Post-Test minimum hour waiver. You still have to post-test but can't enter it into MAERS.	To qualify for the Post-Test Minimum Hour Waiver, the following requirements must be met: 1) The Participant must be in a GED or HSD instructional area 2) The Participant must have met a minimum of 12 attendance hours 3) The Participant must be program exited 4) The GED or HSD Follow Up must be completed showing the credential was attained 5) The Waiver will then display when entering in the Post-Test
What about ESL participants not in the labor force? How does their participation affect our district's data?	An ESL participant not in the Labor Force can positively impact the district if they have an EFL gain and/or a positive educational cohort measurement.
For small programs, if just one or two participants do not show a gain	That is true. In these cases, small programs need to determine why

or they drop out, there is no way to make an EFL gain. What do you do?	gains are not taking place and/or why participants are separating before completion and take any type of action to change these outcomes.
A participant pre-tests at the Advanced ESL level with a 225. They post-test with a 240 which exits them from the program. The Primary Goal Attainment displays NO when a gain was actually made. Should this display a NO since the participant tested out?	If a participant pre-tests at the Advanced ESL level then post-test with a score of one or more points higher than the pre-test scores, a gain is counted on NRS Table 4, 4B, and 4C. We will request a change for the Attainment to display a YES.
Program Exit	
What is the difference between 90 days of no service and 3 months of no attendance?	Both are technically 90 days of no service but we label differently so you know what data needs updating; attendance or a class enrollment.
Cohorts and Follow Up	
If a participant is both ABE and HSC, will they be placed in the HSD cohort automatically upon program exit?	A participant will only be placed in the HSD cohort if their registration at the beginning of the exiting program year shows they have 50%or more of their needed high school credits for completion.
If the participant is ABE/HSC or ABE/GED and they attain the HSD or GED, how do the cohorts work? Will they automatically be put into a postsecondary cohort?	If it is indicated in follow up that the GED or HSD credential is attained, the participant will automatically be placed in the postsecondary cohort. Or if the participant already has their GED or HSD upon entering the program, this will also automatically place the participant into the postsecondary cohort.
If a participant was employed at all during the time after they exited but are no longer employed when you complete the follow up contact, can you say 'yes' they were employed?	A job obtained is counted if the participant remains employed when measured and reported during the first quarter after exit. If the participant was employed but is no longer employed when contacted for follow up, the participant would be considered unemployed for follow up purposes.
What if a participant exited then re-registered? What do we do for follow up then?	If a participant exits and then re-registers within the same program year, follow up will need to be completed for any exited registrations.
On follow up, if you know an answer, but can't contact the customer, can you enter the answer anyways?	According to NRS guidelines, employment must be verified by the participant. Employment follow up could alternately be verified by the employer directly or through the MWA or One-Stop Center records. Attainment of the High School Diploma, GED, or enrollment in

	Postsecondary education can be verified through supporting documentation.
Does follow up have to be done directly with the participant or can we get information from a parent, friend, or relative?	NRS guidelines state the follow up must be reported by the participant; not a parent, friend, or relative. Employment follow up could be verified by the employer directly or through the MWA or One-Stop Center records. Attainment of the High School Diploma, GED, or enrollment in Postsecondary education can be verified through supporting documentation.
Why should we be penalized if we do not receive 50% follow up when we have made every effort to contact all people on our follow up list?	The 50% response rate is required by the NRS. The State is working towards data matching will which will assist in achieving the 50% response rate.
If we have to make 50% contacts, does this include participants with fewer than 12 hours?	No, follow up is only required for those participants with a pre-test and 12 or more attendance hours who exit the program.
We have ESL students who have college degrees but simply need to improve English. Will we be required to enter postsecondary information for them too?	No, the Postsecondary cohort is for those with a GED or HSD at entry into the program or if attained while in the program. If the participant already has a college degree, they will not be placed into the Postsecondary cohort.
Reports	
Can the Post Test Listing report and the Participant Active Enrollment report be filtered by location?	Yes, both of these reports already do have a Location filter.
Sometimes I request the AESER report and when I pull it up, there is only one participant in the report. Where are my other participants?	Using report filters could filter out participants. If you need to see a full list, do not use any filters.
Does the Follow Up Selection report give us all those participants who we need to follow up on or do we need to cross check lists of our own?	The Follow Up Selection report will provide you a list of all participants who have exited with 12 or more attendance hours who require follow up. Keep in mind that as you follow up on participants, additional cohorts may be added to the follow up list. Example: If a GED or HSD is obtained, the Postsecondary cohort will then be required which will only then appear on the Follow Up Selection report if it is re-scheduled.
Can you send out a message as a reminder to run the Follow Up	Yes, we can send listserv messages as reminders to run reports.

Q & A from the Michigan Adult Education and Training Conference
MAERS Workshop

April 9, 2013

Selection report?	
Would it be possible for MAERS staff to edit the Follow Up Selection report to include a label of the PY record the follow up is due for?	There is currently a PY column which indicates which Program Year the follow up is required. Use the links in the report to navigate to the appropriate PY screen for the participant.
What report can we use for the 65% post-test rate?	The Provider Education Gain report will soon be available which will provide this information. In the meantime, pull the Simple Participant Listing and the Post Test Listing reports to calculate out the post-test rate percentage.
Is there a way to track how many participants we start to enroll but who bail before a pre-test or class start dates?	View the Simple Participant Listing, to receive a full registration count. Then view the Participant Active Enrollment report to receive a count of participants with a pre-test and class enrollment. You can then calculate the number of Participants who did have a class enrollment.
Are you able to update or edit the Missing Attendance report to show participant names?	The Online Missing Attendance report will provide you a link to take you to the class needing the attendance updates. The custom run Missing Attendance report is simply a count for a specific month to be used as a program management tool.
If our jail program is on a separate table, are they still put into Table 4 and 4B?	Yes, all participants with 12 or more attendance hours and a pre-test appear on NRS Table 4; those with a post-test appear on NRS Table 4B. NRS Table 10 is a subset of NRS Table 4 and includes only the correctional facility participants.
Miscellaneous	
What systems, other than STUREC, are used for Adult Education student information across Michigan?	MAERS is the only statewide database required for adult education participants. Other systems may be required by the local school district.